



**CITY OF ALEXANDRIA**  
Recreation, Parks & Cultural Activities  
1108 Jefferson St., Alexandria, VA 22314  
(703) 746-5404

## **PICNIC AREA RESERVATION INFORMATION**

Picnic reservations for Alexandria residents only are required for groups of 15 or more. Permitting begins March 1 each year and ends on October 1 with reservations April 1 – October 31. No more than one picnic area may be reserved by any group unless approved by the Director or designee. The applicant is the responsible party for ensuring that their guests abide by all rules and regulations. All picnic sites are reserved in 4 hour blocks of time as follows: 10:00 am to 2:00 pm and 3:00 to 7:00 pm.

Full payment of all picnic fees is required at the time the picnic reservation form is submitted. A security deposit equal to the cost of the rental is due 2 weeks prior to the reservation date. Deposit must be in a check or money order and is returned to applicant after the reservation date if all rules and regulations are followed. ***Phone reservations are not permitted. Checks and Money Orders should be made payable to the "City of Alexandria".*** Fees for equipment and staff are assessed after evaluation of all rules and regulations.

- Reservations are final upon completion of the application, payment of fees and the necessary approvals. **Full payment of picnic shelter/area rental fees and related staff costs is required at the time the picnic shelter/area reservation form is submitted. Applications must be received a minimum of 2 weeks prior to the requested date.**
- The person in charge of the group must check in with parks staff and present a copy of the reservation permit.
- Reservations canceled because of inclement weather are not eligible for a refund, but the Department of Recreation, Parks and Cultural Activities tries to reschedule your picnic to an alternate date within the same year.

- There are no refunds of rental fees for change of date or rental areas with less than ten (10) days notice from the date of reservation. A refund of picnic shelter/area reservation fees are granted, less a \$20 processing fee, if written request to cancel or change the picnic reservation is received ten (10) business days prior to the date of the event. Refunds are paid to the applicant named on the reservation form. Please allow thirty (30) days for processing of refunds.
- All permits are non-transferable. The permit holder is responsible for the conduct of his/her group. Failure to comply voids the permit. The original Permit for rental of picnic shelter/area must be in possession of the group leader at the picnic site.
- Picnic reservations have limited parking availability on a first come, first serve basis. Vehicles must be parked in designated paved and gravel areas only and are prohibited on the grass.
- Buses are prohibited in city parks unless approved by RPCA.
- All participants must be ready to leave the park thirty minutes prior to the posted park closing or thirty minutes after the scheduled end of the rental which ever comes first.
- The number of persons in the permitted group should not exceed the maximum group size stated on the permit. If a picnic shelter/area group is larger than the maximum capacity permitted, the group may be asked to leave the park and no refund will be given. Failure to comply will result in termination of the reservation and loss of the deposit and fee.
- Reservations for athletic fields are covered under a separate agreement and may be reserved by completing a field reservation form and paying the applicable reservation fee.
- Violation of City and or park rules and regulations will result in the termination of the picnic shelter/area reservations and forfeiture of rental and security deposit fees and may result in the possible loss of park/picnic area reservations in the future.

## Rules and Regulations

- The consumption of alcoholic beverages is prohibited unless permitted by the RPCA Director with ABC license approval. Alcohol is limited to beer in kegs and wine.
- Dogs must be on leash and dog owners must clean up.
- All trash must be disposed of in the proper receptacles. Recycling is encouraged.
- Metal detectors are not permitted on park premises.
- Amplification of sound of any kind is not permitted in picnic areas without approval from the Director, or designee, of the Department of Recreation, Parks and Cultural Activities.
- Fires are permitted in park grills only. Barbeque pits for cooking on the ground are prohibited. All fires must be extinguished and ashes placed in designated containers or left in the park grill before leaving the site.
- No personal grills permitted without pre-approval.
- No vending or peddling allowed except under authority and regulation of the City.
- No motorized vehicles are allowed on turf areas or walking trails, except authorized vehicles.
- Engaging in any disorderly conduct or behavior tending to breach the public peace is prohibited.
- Prohibited activities –
  - Amusement rides including moon bounces, inflatables, dunk tank, carnival rides, pony rides, petting zoos, etc.
  - Games that involve objects which are thrown or otherwise propelled such as stones, arrows, model airplanes, football, softball, baseball, and soccer. Exceptions: badminton, volleyball, and horseshoes in approved areas

Failure to comply with the park rules and regulations results in the termination of the reservation and loss of deposit.

### PLEASE NOTE:

The group, organization or applicant must reside or be located within the Alexandria City limits to make a reservation. Proof of residence must be verified prior to rental approval.

Ben Brenman, Joseph Hensley, Chinguapin and Fort Ward Parks are rented to City of Alexandria residents only. The group or organization must reside or be located within Alexandria City limits or the resident must live in one of the following zip codes to reserve the parks listed:

22301	22302	22304	22305
22311*	22312*	22314	22206*

### \*Zip Code Information

Some addresses in 22311 and 22312 are actually Fairfax County. Some 22206 addresses are in Arlington County.



**Ben Brenman Park**  
**4800 Brenman Park Drive**  
**Alexandria, Virginia 22304**

Ben Brenman Park is located on the City's west end. Conveniences include a large shelter with seating for 100 people and two large grills at \$157 per 4 hour block of time. The picnic shelter area is across a red foot bridge in the park. Parking is limited so we recommend car pooling. In addition, groups may use the sand volleyball courts. Softball, baseball, and soccer fields are not included in the park reservation and must be reserved separately. Alcohol is not permitted at this park.

**Fort Ward Park**  
**4301 West Braddock Road**  
**Alexandria, Virginia 22302**

Fort Ward is the best preserved of the system of Union forts and batteries built to protect Washington, DC during the American Civil War (1861-1865). Fort Ward Museum interprets the site's history and offers exhibits on Civil War topics.

The 40-acre park has a Civil War Museum, amphitheater, playground, picnic tables, shelters, and grills. Alcohol may be permitted at this park with Director approval and ABC license. Restrooms are located inside museum, building off museum parking lot, and in area 5. Parking is first come, first served. Use of St. Stephens and St. Agnes School parking lot on evenings and weekends is allowed for Fort Ward Park users.

**Picnic areas available by reservation only on weekends and holidays.**

<b>Picnic Area</b>	<b>Max #</b>	<b>Fee per 4 hr</b>	<b>Features</b>
1	25	\$52	4 tables, 1 small grill
2	100	\$157	large shelter; 15 tables, 2 small & 2 large grills
3	25	\$52	4 tables, 1 small grill
4	50	\$52	8 tables, 1 small & 1 large grill
5	50	\$52	8 tables, 1 small and 1 large grill

Available 4 hour block of time for reservations are 10:00 am to 2:00 pm and 3:00 pm to 7:00 pm

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Special events in the parks are considered through the special events process. Contact the Special Events Office at 703-746-5418 for further information.

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**Fees are subject to change on July 1**

**Joseph Hensley Park**  
**4200 Eisenhower Avenue**  
**Alexandria, VA 22304**

Hensley Park is ideal for adults and children numbering up to 100 people with a picnic shelter and grill. The 3 softball fields and soccer field are not included with the picnic reservation and must be reserved separately. The picnic reservation fee is \$157 per 4 hour block of time. The Northern Virginia Regional Park Authority Cameron Run Wave Pool, batting cages, and miniature golf course are within walking distance. Alcohol may be permitted at this park with Director approval and ABC license.

**Chinquapin Park**  
**3200 King Street**  
**Alexandria, Virginia 22302**

Chinquapin Park is located behind T. C. Williams High School and adjacent to Chinquapin Park Recreation Center. The park includes a playground, basketball court, volleyball net and a large picnic shelter that can accommodate up to 100 people. There are no bathrooms, electricity or running water in the park. The picnic reservation fee is \$157 per 4 hour block of time. No alcohol permitted at this park.

**Armistead L. Boothe Park**  
**520 Cameron Station Boulevard**  
**Alexandria, Virginia 22304**

Boothe Park is located beside the Samuel Tucker Elementary School. The park includes a basketball/tennis court, play equipment, restrooms, and picnic shelter that can accommodate up to 100 people. The picnic reservation fee is \$157 per 4 hour block of time. No alcohol permitted at this park. The multi-use fields are not included with the picnic reservation and must be reserved separately.

